

# TEMPORARY SHORT-TERM GUIDELINES

## SERVICES

Nanny  
Mother's Helper\*  
Overnight Childcare  
Newborn Specialist  
Senior Care  
Overnight Senior Care  
Housekeeper  
Pet Care  
Pet Care or House Live-In  
Party Help / Waitress / Bartender  
Errands and Shopping  
Personal Assistant  
Personal Chef

## TYPICAL SERVICE PROVIDER FEES

\$15-20 Per Hour  
\$17-25 Per Hour  
\$150-200 Per Calendar Day  
\$17-30 Per Hour  
\$16-25 Per Hour  
\$175-200 Per Calendar Day  
\$20-30 Per Hour  
\$25-30 Per Check In  
\$60-75 Per Calendar Day  
\$25-35 Per Hour  
\$15-20 Per Hour  
\$20-35 Per Hour  
\$25-50 Per Hour

\*Mother's Helper means care of children, light housekeeping chores, errands, shopping, light pick-up, dishes.

## AGENCY REFERRAL FEES

**Families pay a \$295 non-refundable annual registration fee.**

Once a referral is confirmed the per day non-refundable Agency Referral Fees are as follows:

Day and Evening Referrals: \$40.00 Per Day\*

Overnight Referrals: \$50.00 Per Day\*

Newborn Specialist Referrals: \$50.00 Per Day\*

Newborn Specialist Overnight Referrals: \$60.00 Per Day\*

Holiday Referrals: \$60.00 Per Day\*

Non-Registered Families \$70.00 Per Day and Overnight and Holiday Referrals: \$80.00 Per Day\*

**\*Less than 24 hours notice during business hours and emergency service, there is an extra \$20 fee.**

## GUIDELINES

1. The Decision to employ a Service Provider will rest solely with the Client. When a Client employs a referred Service Provider, following a search, or at any unspecified future date, a Referral Fee will be due. The amount of this fee will depend on the nature and duration of the employment arrangement. A Referral Fee is due for each and every Service Provider the Client elects to employ. SS@MA does not discount the Referral Fee if the client employs two or more Service Providers.
2. The Service Providers may not leave their telephone number with the Client. Service Providers should be contacted through SS@MA.
3. SS@MA does not set salaries for the Service Providers. The Service Providers are independently contracted, employed and paid directly by the Client. The figures given are based on the Service Provider's background experience, qualification and education. Rates for the Service Providers may be slightly higher, depending on the number of children in the family. Service Providers may charge extra for visiting children.
4. Clients are responsible to pay the Service Provider for the amount of time booked, with a grace period of one hour.
5. SS@MA will bill Client's credit card for any confirmed referral generated through SS@MA and its Service Providers.
6. Should a Client want to hire the Provider on a permanent basis, the Client agrees to pay SS@MA the Long-term Placement Fee.
7. There is a four (4) hour minimum for all services provided by SS@MA Service Providers.
8. A \$15 interview fee is to be paid to the Service Provider at the time of the interview.
9. Service Providers may charge extra for the following holidays (New Year's Day, Easter Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve after 6pm, Christmas Day and New Year's Eve after 6pm.)
10. Service Providers should not be expected to go through a mealtime without eating.
11. Service Providers cannot administer medication of any kind unless the Client has filled out a medical release form.
12. Temporary Service Providers are responsible for paying their own taxes when their services are requested on an occasional basis. If, however, arrangements are made between you and the Service Provider which result in their wages reaching \$1,700.00 a year, then you must assume some employer tax responsibilities. For information about tax law or employer obligations, please give a call to Breedlove & Associates at 888-273-3356 or [www.breedlove-online.com](http://www.breedlove-online.com).

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## TRANSPORTATION

1. Service Providers may request reimbursement at \$.55 per mile for transporting children in their vehicles.
2. Clients must sign a transportation release form if transportation is required for any position. SS@MA shall not be responsible for a Service Provider using her/his own vehicle to transport children or run errands. SS@MA makes no representation as to the Service Provider's driving ability, nor does SS@MA carry insurance to cover driving risks.

## CANCELLATIONS

1. There is a \$25.00 Service Provider charge for cancellations with less than 24 hours notice, in addition to the non-refundable Referral Fee.
2. For Overnight positions, the Client will pay the Provider a non-refundable deposit equal to one calendar day's pay at time of interview to reserve overnight.
3. In **severe weather conditions**, the Referral Fee will not be charged.

## SERVICE PROVIDERS

1. Service Providers are independent contractors, employed and paid directly by the Client according to their individual rate schedule. SS@MA is a referral agency. Our Service Providers are not SS@MA employees. SS@MA maintains a screened list of qualified service providers that we refer to qualified Clients. SS@MA does not establish Service Providers hourly wage rates, work schedules or set the terms and conditions of employment nor are we responsible for the performance of Service Providers. The Client agrees in conjunction with the Service Providers to hourly wage rates and other conditions of employment. Please review typical rates for various services on the front of this form.
2. SS@MA has a 10-step screening and background check that includes: a personal interview, reference check, finger printing, health and safety orientation, criminal history, driving history, social security verification, TB screening, and CPR.
3. SS@MA charges a daily referral fee for each Service Provider requested by the Client. In consideration of the referral of a Service Provider by SS@MA, the Client shall pay SS@MA a referral fee for each day the SS@MA's Service Provider is employed by the Client. This referral fee is non-refundable, even if the Client cancels or makes any changes. (Clients are responsible for paying SS@MA fees for referral of Service Providers even if the Client's registration is no longer current). Referral fees are subject to change without notice.
4. By signing this agreement with SS@MA (Enclosure 2) you agree to keep in confidence the identity of all Service Providers referred by SS@MA. Client also agrees that all scheduling of Temporary Short-Term Service be made through SS@MA. Client is not to contact a Service Provider without the agency's involvement. Service Providers have agreed in writing that service between a Service Provider and a Client without SS@MA notification will be viewed as an intentional act to interfere with the contractual rights of SS@MA and will result in the Client being held accountable for full payment of SS@MA referral fees, plus special handling/investigative fees (\$175 per hour) and reasonable attorney's fees. There is a \$500 penalty if SS@MA has not been contracted within 24 hours of booking a Service Provider for an assignment.
5. In the event a Service Provider is hired by the Client on a permanent basis, the Client shall be obligated to pay SS@MA's current Long-Term Placement Fee in addition to the daily Referral Fees accrued through the date of permanent hire. The daily Referral Fees shall cease only upon the payment of the Long-Term Placement Fee. Otherwise, the Client will be held liable for special handling/investigative fees (\$175 hour) and reasonable attorney's fees.
6. Nondiscrimination: SS@MA is an equal opportunity agency and in the performance of this Agreement, neither SS@MA nor the Client shall discriminate on any impermissible basis, including race, religion, color, national origin, age, sex, or disability. Client shall indemnify SS@MA Service Provider above for any claims of such discrimination by the Service Provider or any other person.

Regular Office Hours: Monday-Friday, 8:30am to 5:00pm **703-250-0700 Ext. 14** or **800-526-2669**

**Before and After Hours Emergency Service call: 703-928-9434**

Monday to Friday 6:00am to 8:30am and 5:00pm to 9:00pm

Saturday 8:00am to 5:00pm and Sunday 12:00pm to 9:00pm

# REGISTRATION APPLICATION FOR TEMPORARY SHORT-TERM SERVICES

Name: \_\_\_\_\_  
First Last (Both Adults where applicable)

\_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Ext- \_\_\_\_\_ Mobile # (\_\_\_\_) \_\_\_\_\_

Spouses Work # (\_\_\_\_) \_\_\_\_\_ Ext- \_\_\_\_\_ Mobile # (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

The Care Is For (Names) \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F

\_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F

\_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F

Special Needs (i.e. physical disability, behavioral concerns, medications, allergies, etc.) \_\_\_\_\_

Number of Pets: Cats \_\_\_\_\_ Dogs \_\_\_\_\_ Other \_\_\_\_\_ None \_\_\_\_\_ **Registered Client - \$295.00 Annual Fee** \_\_\_\_\_

Does anyone in your household smoke? \_\_\_\_\_ **Non-Registered Client - \$70.00 Each Day** \_\_\_\_\_

How did you hear about Staffing Solutions @ Mothers' Aides? \_\_\_\_\_

## INDICATE REQUIRED SERVICES:

- Child Care     Senior Care     Housekeeper     Party Help/Personal Chef     Errands/Shopping  
 Newborn Specialist     Mother's Helper     Personal Assistant     Pet Care

## AUTHORIZATION:

I authorize Staffing Solutions @ Mothers' Aides, Inc. (SS@MA) to act as a referral agency when I request services. I understand that the Service Providers referred by SS@MA on temporary assignments are my employees and that SS@MA is not their employer. If I employ a Service Provider on a referral from SS@MA, in consideration of the referral, screening and support services provided by SS@MA, I authorize SS@MA to charge my credit card for the Registration and Referral Fees as described in Enclosure 1. Fees are subject to change. I will employ the Service Providers referred by SS@MA only when contracting through SS@MA. I hereby agree to indemnify and hold SS@MA harmless from and against any and all loss, damage, or accident claims which may arise out of or in connection with the rendering of any services by any Service Provider referred by SS@MA. When an order is placed by the client and a referral is made by SS@MA, the client is responsible for the Referral Fees, even if that order is later cancelled. A \$295 non-refundable Annual Registration/Application Fee will be charged to become a Registered Client or a \$70.00 non-refundable per day Referral Fee for Non-Registered clients will be charged. The Annual Registration Fee will be automatically billed to your credit card unless you notify SS@MA in writing that you no longer require our services. The authorization will be used to assess subsequent fees.

**I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE AUTHORIZATION AND TO ALL REFERRAL FEES, GUIDELINES, TERMS AND CONDITIONS INDICATED IN ENCLOSURE 1.**

Executed This \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

**STAFFING SOLUTIONS,@ MOTHERS' AIDES, INC.**

**CLIENT**

By: Anne Guerin  
Anne Guerin,  
President

\_\_\_\_\_  
Client Signature

**Please Circle Card:**    American Express    Discover    Mastercard    Visa

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_ CVV Code (3 digit code): \_\_\_\_\_

Name on Card: \_\_\_\_\_ Billing Address: \_\_\_\_\_

**PLEASE RETURN THIS AUTHORIZATION TO STAFFING SOLUTIONS @ MOTHERS' AIDES  
BY MAIL: 5618 OX ROAD, SUITE B, FAIRFAX STATION, VA 22039 OR BY FAX 703-250-0757**